Meet the Instructor

Hi, I'm Larry Ridenour. I'm the Recreation Planner at the Snake River Birds of Prey National Conservation area. I've been on the RMiS team now for a little over 10 years and the area that I work in has the highest concentration of nesting birds of prey in all of North America and one of the top five places in the world. I spend most of my time out visiting with people who are there to see the birds and which gives me a lot of time to do a lot of bird watching myself, which is one of my favorite pastimes. I have worked for BLM for about 16 years and look forward to some day when I can retire.

Standard Reports

Hi, I'm Larry Ridenour, Recreation Planner from Boise, Idaho. In this module, we're going to be talking about Standard Reports. At the end of this session, you will be able to explain what Standard Reports are, choose the appropriate report category for your need, retrieve different types of information from RMiS, and choose the appropriate output option for your use. So, what are Standard Reports?

Information entered into the RMiS program can be retrieved using Standard Reports. A Standard Report is a pre-set type of information that is presented based on the report you choose. The reports available are based on the most requested types of information from field offices, state offices, and the Washington office. Anyone with access to a BLM computer can run RMiS reports on any other office's data. You just need to log in as a guest. And there are about 60 different Standard Reports available in RMiS.

The reports are grouped into nine categories. Designation, including acres and numbers; formula, national reports, NLCS, permit count, recreation participants, recreation visits, sites, RMA partnerships, and Special Recreation Permits. Most field office users will only use a handful of these reports. When you look at the Standard Reports screen, there are three areas to make selections. The first is at the top where you will choose the category and report you want to run. The second is the output option, and the third area is where you will make your criteria selection.

When you use the bottom drop down for the report list, if you have "all" selected, you will see all the reports available separated by the bolded category headings. If you select a specific heading using the top report drop down, it will limit only those in that category. Depending on the report you choose, different options are available to help narrow your criteria selection. When you run a report, the output is open in a new browser window or tab, depending on your settings, and if you're running several reports, this allows you to switch back to your reports page and start the next report. This may come in handy if you're running a state or national-level report that may take several minutes to run.

Now let's talk about some of the output options. There are four different output options to choose from when you run a report. The default, and most popular, is a .pdf format. The portable document format allows you to easily share your RMiS report with your field manager or other users. The second option is as a Word document. This may come in handy if you need to include RMiS information in an environmental assessment or another document. A third option is as an Excel spreadsheet. This will allow you to do further manipulation of your data. The last option is as an Adobe Flash format. This is a vector format that is size-independent.

Now, let's get into the RMiS program and run a few reports. Now, before we log into the RMiS program, let me point out one thing. At the bottom of the log in screen is a link to the RMiS help page. If you clicked on the User Guide, at the bottom there is a link to the guide to Standard Reports. If you click here, this will open up the guide to Standard Reports as a .pdf document. This will show you the report number, the current name of the report, the purpose of that report, and the primary users. This report, showing all the different Standard Reports, is categorized by the different major categories of reports in the RMiS program. This can be a handy little reference when you are trying to figure out which report you need to run.

Now, let's go back to the RMiS log in, get into the program, put in log in and password. Now, Standard Reports are located near the bottom of the left-hand navigation.

Common Standard Reports

On the Standard Reports page, at the top we have all reports and if you use the drop down, you will see the nine different categories of reports. If we leave it on all and select the second report drop down, you can see all the reports available. Now, if we want to limit to just a specific type of report, we can select that category, the screen refreshes and now we only see those reports in this category. Below that are your different output options, .pdf document, Excel, or Flash and below that are the different criteria that will be different based on the report that you are looking at.

I want to highlight just a few reports to start with, so I'm going to go back, change it to all reports. The first under Designations is report 11 which will give you your OHV designations. Under Formulas, report 55 and 56 will show you your reports or your formulas by sites and by SRPs. This is a handy way to print out and look at the different formulas that you're using without having to look at them on the screen. The next one I'd like to point out is report 14 which will give you your RUPs.

The next one I'd like to point is probably the report that you're going to use the most, and that's under Recreation Visits, report 23C. This will give you your visits and visitor days by RMA. So you'll be able to see all the detail down to the site specific level. Next, would be report 10 which will give you a detailed list of all your partnerships and agreements. Finally, down under SRPs, reports 33 and 34 will give you a list of all the --- will give you a list of the number of SRPs that have been issued and then reports 33A and 34A will give you the list of active reports.

Now let's run a couple of reports to see what actually happens. We're going to start with the report 11 for OHV Designations. I'm going to refresh this a couple times just to make sure it's taking. Now we're going to run a report for Idaho and I'm going to pick my field office. I click run, it's going to open up the report as a .pdf, I'm going to increase the size a little bit here. And we can see that the report gives us our OHV acres under the different categories, Open, Closed, and Limited, broken down by each of the RMAs. I'm going to close this out, come back to our screen.

Next, I'm going to run report 14 and this time, you will see that we have more choices for our criteria so we can get a lot more specific. I'm going to change the output type to document. I'm going to change the year to 2001. And one thing to remember, this is the fiscal year range. You want to make sure if you're going run one fiscal year, that you have the same year in both boxes. You don't want to have 2001 to 2002 because that will give you two fiscal years.

Now let's run a report for Colorado. And it's going to give you a screen that asks you what you want to do with the file. It is a Word document, so you could either save it or open it. We're going to go ahead and open it in Word. Now we have similar looking report, but now it's in a Word document and we could take this information; we could highlight it and paste it into another document that we might be using. So we'll switch back to our reports. This time, I'm going to run the report that probably most people are going to use, and that's report 23C. Report 23C will give us visitor days and visits by the RMA. I'm going to pick a different year, 2003, and run a report for my particular office. I click run and it's going to open up a .pdf document, and at this point you can see it gives you your office name, your RMA name, and then it lists each site within that RMA, gives you your visits that you entered, and the visitor days based on the formula that was used at that time. This is a handy way to get a quick look at all the use that is occurring within your field office. Now, I've shown you some of the more common reports you will use, but as you can see from the drop down list, there are a host of other reports that you can choose from.

Summary

To wrap things up, let's summarize what you have learned. You now know what Standard Reports are, how the reports are organized, the different types of reports available in the RMiS program, and the different output options available for reports. Now, with this information you can teach your field manager how to retrieve the information he keeps asking you for and allow you to get out and do a little recreation monitoring.